

**DRAFT**  
**Suffolk Regional Local Human Rights Sub-Committee Meeting Minutes**  
**5268 Godwin Blvd.**  
**Suffolk, VA**

**November 12, 2013**

**Committee Members Present:**

- Steven Alexander, Chair
- Nora Butler
- Ms. Denise Tynes

**Others Present:** Reginald Daye, Regional Advocate

**SRLHRC Affiliates Present:** *Baker's Home, Inc.* (Claudette Jones, Stephanie Olds), *Braley and Thompson, Inc.* (Patricia Berg), *Citadel Family Services, LLC* (Brian Glover), *Quality Care Community Services, Inc.* (April Campbell), *Quality Community Supports, Inc.* (Juliet Sawi), *Rehobeth Residence* (Cheral Dixon), *Sentara Obici Hospital* (Dana Miller), *Sisters Developing Growth and Change, LLC* (Zenda Whitley-Jones, CEO), *Visions Community Services, LLC* (Eulamae Myers, Danielle Blocker), *Western Tidewater Community Services Board* (Cheryl Collier, Daneae Rawls), *Zuni Campus – Presbyterian Homes* (E. Byron Nagle, Juliette Batten, Dawn Womble)

**Absent:** Yvonne Green- Vice- Chair; Dr. Pedro Becerra, *Better Care Family Homes, Inc.*

**I. CALL TO ORDER:**

- ✓ The meeting was called to order by Mr. Alexander at 8:38 AM. The Chair announced that the SR-LHRC would function as a two member sub-committee until another member arrives for a quorum.
- ✓ With the arrival of a third member, a quorum announced by the Chair at 9:00 AM.

**II. ACKNOWLEDGEMENTS AND INTRODUCTIONS:**

- ✓ Mr. Alexander asked all in attendance to introduce them and to indicate their role or respective organization.

**III. ADOPTION OF AGENDA:**

- ✓ Mr. Alexander asked for approval of the agenda with modifications; The LHRC voted to approve the agenda with the modifications.

**IV. REVIEW AND APPROVAL OF MINUTES:**

- ✓ Mr. Alexander asked for approval of the August 13, 2013 minutes with modifications. The minutes were approved with the corrections.
- ✓ Mr. Alexander reminded the committee of his new address and telephone number.
- ✓ The subcommittee minutes from the October 17, 2013 meeting held at Better Care Family Homes, Inc. were deferred for review and approval until the February 11, 2014 meeting. Dr. Becerra of Better Care has not submitted the draft sub-committee meeting minutes.

**V. PUBLIC COMMENTS:**

- ✓ Mr. Alexander asked if anyone from the public was present and wishes to make any comments. None were present.

**VI. TREASURER AFFILIATES' REPORT: ( Provider's information only)**

- ✓ No report was submitted.
- ✓ The affiliates will meet after this meeting.
- ✓ After the meeting, the affiliates met. Byron Nagle of Zuni Presbyterian Homes volunteered Zuni Presbyterian Homes' accountant to manage the treasury. The affiliates agreed with to this offer.

**VII. REGIONAL ADVOCATE'S REPORT:**

- ✓ Mr. Daye informed the committee that one of its members has resigned. A consumer is needed to fill the LHRC vacancy. He reminded the affiliates of the importance of filling this vacancy as soon as possible. It needs to be done within six months.
- ✓ Mr. Daye stated that providers can report all abuse, complaints, serious incidents and deaths on CHRIS. He advised affiliates to review the emails that was forwarded to them regarding CHRIS
- ✓ He reminded the providers on the process on how to obtain licensing of a program different from their current program.
- ✓ Mr. Daye reminded affiliates to send the reports two weeks before the meeting for the committee members' review.
- ✓ The new report forms that were emailed to them must be used effective during the 2014 meetings. The report for 10/1/13 to 12/31/13 and the 2013 Annual report should be on the current report forms.
- ✓ The Seclusion and Restraint report for 2013 is due 1/15/14.

## VIII. PROGRAM 1st Quarter UPDATES and HUMAN RIGHTS REPORTS:

***Baker's Home, Inc.:*** Ms. Jones submitted their quarterly report. There were no allegations of abuse and neglect. Consumers serviced: MHS – 107; PSR- 102; PHP – 0; Day Treatment - 0

***Better Care Family Homes, Inc.:*** Dr.Becerra was absent.

***Braley and Thompson:*** Ms. Berg reported they had no incidents of consumer rights violations this reporting period. They served MHSS -1; OMH - 1 consumers.

***Citadel Family Services, LLC:*** Mr. Glover reported that there were no allegations of abuse and neglect during this quarter. They served 14 consumers.

***Quality Care Community Services, Inc.:*** Ms. Campbell reported there were no complaints of human rights violations or allegations of abuse/neglect this past quarter. They are currently serving 5 individuals in their In-Home program.

***Quality Community Supports, Inc.:*** Ms.Sawi reported that affiliate serviced 23 consumers. There were no complaints or human rights violations and no incidents of abuse and neglect this reporting period.

***Rehobeth Residence:*** Ms. Barco submitted the quarterly report. There were no allegations of abuse and neglect. Rehoboth Residence served 12 consumers.

***Sentara Obici Hospital:*** Ms. Miller reported there were no complaints made regarding Human Rights violations during this quarter. 104 consumers were serviced this quarter.

***Visions Community Services, LLC:*** Ms. Myers reported that Visions served 18 individuals in the Day Support and 18 Sponsored Residential Services this quarter. There were 3 complaints of incidents of abuse and neglect this reporting period. Program requested a closed session. There were 4 cases closed.

***Sisters Developing Growth and Change:*** Ms. Jones reported that there were no allegations of abuse and neglect. Program served 2 consumers this quarter.

***Western Tidewater Community Services Board:*** Ms. Collier submitted the quarterly report. WTCSB serviced 2,332 this quarter. There were 2 allegations of abuse and neglect. Closed session was request.

***Zuni Campus – Presbyterian Homes & Family Services:*** Ms. Batten submitted the quarterly report. There was 1 abuse allegations. Affiliate served 41 consumers. Zuni has requested a closed session.

## **IX. OLD BUSINESS:**

***Better Care Family Homes, Inc.: Restraint policy update concerning from sub-committee's action.*** Postpone to next meeting.

## **X. NEW BUSINESS:**

***Western Tidewater Community Services Board:*** Psychosocial Rehabilitation policy change (update). A motion was made and passed to approve the above noted program rules as submitted.

***Zuni Campus – Presbyterian Homes & Family Services:*** Smoke-free policy. A motion was made and passed to approve the program rules (Smoke-free policy) with the following modifications and the program's submitting a revised copy to the members and Mr. Daye:

1. Remove all references to the staff and vendor's requirement under the policy.
2. Remove the action taken concerning a staff member's violation of the policy.
3. Include the resident's appeal process under the program's human rights policy for any complaints they may wish to file concern the implementation of the program rules.

**The SR-LHRC announced the following dates for its 2014 meetings. All meetings will start at 8:30am and be held at the WTCSB.**

### **2014 Meeting schedule:**

February 11, 2014

May 13, 2014

August 12, 2014

November 11, 2014

## **XI. EXECUTIVE SESSION:**

At 9:37 AM, a motion was made by Ms. Tynes and seconded by Ms. Butler to go into Executive Session (Closed Session) per VA Code 2.2-3711A to discuss client information exempt from public disclosure for the purpose of reviewing abuse, serious injuries and behavioral plans and a death for the following programs:

- Zuni – Presbyterian Homes
- Western Tidewater Community Services Board
- Vision Community Services

The SLHRC voted to come out of closed session at 10:55 AM. Upon reconvening in Open Session, each member of SLHRC certified that, to the best of each Committee Member's knowledge, only public business matters, lawfully exempted from statutory open meeting requirements and only matters identified in the motion to convene the Executive Session were discussed in accordance to Virginia Code 2-2-3711A., concerning the above referenced programs.

**RECOMMENDATIONS:** The SR-LHRC voted to recommend the following:

- ✓ **Zuni – Presbyterian Homes: No recommendations.**
- ✓ **Western Tidewater CSB: No recommendations.**
- ✓ **Vision recommendations:**
  1. **Submit Policy involving support for TK at the end of the day. (This was previously at the 08/13/13 meeting and not submitted by the program.**

**2. Submit a copy of the behavior plan for JF at next meeting.**

**XII.** The next meeting is scheduled for February 11, 2014 at WTCSB at 8:30 AM.

Meeting adjourned at 10:55 am.

Respectfully Submitted by,

Claudette B. Jones  
Baker's Home, Inc.